

BVF Job Descriptions

(last amended 08/03/10)

General

All committee members need their own internet access and email.

Elected committee members

Elected committee members should be prepared to attend all committee meetings (minimum 4/year; commonly 5 or 6).

Chairman

Prepare the Chairman's Report to the committee for each committee meeting, and circulate it at least 24 hours in advance.

Chair all committee meetings; if unable to do so, delegate another committee member.

Prepare the Annual Report, and deliver it to the Secretary for circulation to the membership no less than 28 days before the AGM.

Attend and chair the AGM and any EGM; if unable to do so, delegate another committee member.

Carry out the Chairman's duties as described in the Selection and Appeals processes.

On behalf of BVF, liaise with British Fencing and any other body if required.

Inform British Fencing of selected squads for representative events.

Prepare BVF Annual Report for British Fencing.

Secretary

Prepare the Secretary's Report to the committee for each committee meeting, and circulate it at least 24 hours in advance. This will include an account of any committee decision that has been made between meetings.

Take the minutes of all committee meetings; if unable to do so, delegate another committee member. Circulate the minutes to the committee within one week, and coordinate their approval within two weeks.

In collaboration with the Membership Secretary, maintain an up-to-date membership mailing list of both postal and electronic addresses.

In collaboration with the Webmaster, maintain a working version of BVF emailer.

Circulate the Newsletter and any other communications to the membership.

Hold any Master Documents and archives, with responsibility for implementing any agreed changes to them. On retiring, pass these on to the incoming Secretary.

Ensure that a back-up of any BVF material held is copied to another committee member, to be updated at least four times a year.

After each British Veterans Championships and BVF Age Group Qualifiers, and upon request, prepare an up-to-date spreadsheet of results for use by the Selectors.

No less than 21 days before the AGM, circulate the membership with notice of the date, time and venue; an agenda; the Annual Report; an examined copy of the accounts for the previous financial year; and any proposals or items of AOB.

Make the Secretary's Report to the AGM.

Attend the AGM and take the minutes; if unable to do so, delegate another committee member with the Chairman's agreement.

Circulate the minutes of the AGM to the membership within one week. Oversee their approval at the subsequent AGM.

If an EGM is called, coordinate the process according to the Constitution. Attend any EGM and take the minutes; if unable to do so, delegate another committee member with the Chairman's agreement.

Proofread any document that is circulated on behalf of BVF.

Treasurer

Keep track of all BVF assets and ensure that they are properly and prudently managed; be prepared to report on this to the committee.

Prepare BVF's Annual Accounts. Arrange for them to be examined and delivered to the Secretary for circulation to the membership no less than 28 days before the AGM.

Attend the AGM and be prepared to deal with any matters arising from the Annual Accounts; if unable to do so, delegate another committee member with the Chairman's agreement.

Attend any EGM; if unable to do so, delegate another committee member with the Chairman's agreement.

Ensure that a back-up of any BVF material held is copied to another committee member, to be updated at least four times a year.

Prepare the Treasurer's Report to the committee for each committee meeting, and circulate it at least 24 hours in advance.

Membership Secretary

Maintain an up-to-date membership database of postal and electronic addresses, telephone numbers, dates of birth, weapons fenced, and any other information deemed to be useful. Be prepared to distribute this to the committee as appropriate.

Ensure that a back-up of any BVF material held is copied to another committee member, to be updated at least four times a year.

Be responsible for the annual membership renewals.

Prepare the Membership Report to the committee for each committee meeting, and circulate it at least 24 hours in advance.

Make the Membership Report to the AGM.

Domestic Fencing Officer

Compile an annual programme of non-representative events.

Select and invite BVF fencers for these events, with the aim of allowing any BVF member who wishes to fence equal opportunities to do so. As far as possible, match fencers to venues local to them.

Consult with the membership and assess demand for Veteran fencing events. Coordinate the organisation of such events.

Coordinate BVF social activities, with the aim of maximising membership participation.

Prepare the Domestic Fencing Officer's Report to the committee for each committee meeting, and circulate it at least 24 hours in advance.

International Fencing Officer

Compile an annual programme of non-representative international events.

Organise fencing trips for BVF members to non-representative international events.

Maintain an overview of the competitive status of BVF members, having regard to such matters as their competitive success, interest in fencing for BVF and current standard. Be prepared to contribute this knowledge to assist the Selectors and the Domestic Fencing Officer.

Maintain an overview of matters pertaining to international veterans' fencing, and report to the committee as appropriate.

Consult with the membership and assess the needs of competitive fencers, and report to the committee as appropriate.

Prepare the International Fencing Officer's Report to the committee for each committee meeting, and circulate it at least 24 hours in advance.

Coopted committee members

General

The committee agrees the remit of a coopted member.

Coopted members do not have a vote.

Coopted members will not necessarily attend committee meetings, but should be prepared to do so if required.

Ongoing positions

The appointee retains the position unless they retire or are dismissed by the committee.

Term positions

The appointee accepts responsibility for a project. The appointment ends with the winding up of the project.

Ongoing positions

Webmaster

Provide a website with information about BVF.

Provide and maintain the BVF emailer.

Publish a calendar of future events.

Publish BVF competition results within 48 hours. Maintain an archive of past results.

Provide information on how to join BVF.

Publish the newsletter and maintain an archive of newsletters.

Ensure that a back-up of any BVF material held is copied to another committee member, to be updated at least four times a year.

Newsletter Editor

Once a month, prepare the BVF newsletter. Circulate it to the Secretary and Webmaster for distribution.

Publicity Officer

Prepare and issue press releases with photographs to the local press of medal winners at the National, Age Group, European and World Championships. Brief photographers likely to be taking pictures at these events.

Compile a list of email addresses for the local press of medal winners.

Compile statistics about Britain's most successful veterans.

Write articles on demand about BVF and its medal-winning members.

Prepare a Publicity Officer's Report to the committee if appropriate.

Referees Coordinator

Recommend referees for representative events, in accordance with BVF rules determining how referees are selected.

Liaise with Team Managers and the committee as appropriate.

Term positions

Team Manager

(For each representative event, the Team Manager is appointed at the committee meeting subsequent to the previous year's event

The appointee must be thoroughly conversant with the rules for each weapon, and must have significant international fencing experience.)

Prepare a budget for the event and submit it for committee approval. Advise the committee if the financial position changes significantly.

Calculate a proposed levy on fencers and submit it for committee approval.

With the Referees Coordinator, propose referees in accordance with BVF rules for committee ratification.

Enter selected teams and individuals to the event.

Agree expenses for officials in accordance with the BVF Expenses Policy document.

Be responsible for coordinating travel and accommodation arrangements.

Be responsible for timely communication of information to participants.

Liaise as necessary with organisers.

Liaise as necessary with the Chair of Selectors regarding any changes to the selected squad.

Lodge a contingency plan with the committee.

Throughout the event, ensure that transfer arrangements are in place and communicated to the squad members.

Ensure that fencers and referees are familiar with the venue and with any organisational requirements.

Be available and visible during registration and weapon control to assist any GB fencer as necessary.

Be available and visible during the event to assist Weapon Captains as necessary, and to deal with any problems that may arise outside their remit. The authority of the Team Manager is the full authority of British Fencing.

At the end of the event, obtain a set of complete results from the organisers. Ensure that any GB successes are communicated to the Webmaster and to British Fencing.

Ensure that photographs are taken for PR purposes.

Maintain accurate records of any payments made.

Prepare the Team Manager's Report to the committee for the subsequent committee meeting, and circulate it at least 24 hours in advance.

Wind up the finances of the event in a timely manner.

Event Manager

Prepare a budget for the event and submit it for committee approval. Advise the committee if the financial position changes significantly.

Book a venue.

Book refreshments at the venue.

Book equipment.

Book medical cover.

Book medals/prizes.

Book officials; ensure that they are familiar with the rules of the event.

Agree expenses for officials in accordance with the BVF Expenses Policy document.

Make accommodation arrangements.

Make any social arrangements.

Consider whether any sponsorship can be arranged.

Liaise with the Publicity Officer.
Lodge a contingency plan with the committee.

Prepare entry forms; liaise with the Webmaster for online entry if appropriate.
Prepare details and directions.
Liaise with the Secretary and the Webmaster as to distribution.
Liaise with the Newsletter Editor as to promotion.

Be available and visible during the event to deal with any problems that may arise.
Provide officials with expense claim forms; countersign the forms; ensure that the Treasurer receives the forms.

Prepare the Event Manager's Report to the committee for the subsequent committee meeting, and circulate it at least 24 hours in advance.
Wind up the finances of the event in a timely manner.

EVFC Representative

(appointed annually in January/February)

Advise the committee of any matters requiring a vote at the EVFC meeting at the European Championships.

Prepare the GB report to the meeting and circulate the BVF committee for comment.

Attend the EVFC meeting, and vote as directed by the committee. If a vote is called on a new topic, vote according to the best interests of BVF, as expressed by current committee policy.

Prepare the EVFC Representative's Report to the committee for the subsequent committee meeting, and circulate it at least 24 hours in advance.

Report to the committee on any EVFC matters that arise between EVFC meetings.

On behalf of the committee, liaise with the EVFC if required and represent any BVF views to the EVFC.

Subcommittees

General

The BVF committee agrees the remit of a subcommittee.

Members of a subcommittee are appointed by the BVF committee.

The Chair of a subcommittee is elected by the subcommittee, and is responsible for carrying out the remit. This includes making any reports or recommendations to the BVF committee, as appropriate.

Selectors

(There are three selectors, to include at least one man and one woman. They are appointed annually in January/February.)

Select BVF fencers and Weapon Captains for representative events, according to the Selection Rules, and submit these recommendations for BVF committee ratification.

Liaise with Team Managers as appropriate.

Carry out any Appeals Process as required.

Regularly review the Selection Rules.

Prepare the Selection Report to the committee for each committee meeting, and circulate it at least 24 hours in advance.

Be prepared to attend any BVF committee meeting as appropriate.

Communications

Put forward plans to develop and improve communication so that BVF has a high quality, systematic and uniform approach to all aspects of communication within BVF and with the outside world.

Maintain and regularly review a common design theme between all forms of BVF communication. Regularly review BVF communications with members, potential members, sponsors, potential sponsors and any other relevant person or body.

Prepare the Communications Report to the committee for each committee meeting, and circulate it at least 24 hours in advance.

Be prepared to attend any BVF committee meeting as appropriate.

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